

	General Program Training Grant	Express Grant	Hiring Incentive Training Grant	General Program Technical Assistance Grant
Who can apply?	<ul style="list-style-type: none"> • Businesses of any size are eligible to apply. • Intermediaries may lead a consortium application. • Participating employer(s) must contribute to the WTF. 	<ul style="list-style-type: none"> • Businesses with 100 or fewer employees & labor organizations. • Participating employer(s) must contribute to the WTF. 	<ul style="list-style-type: none"> • Businesses of any size are eligible to apply. • Trainees must be newly hired Massachusetts residents who are military veterans or have been unemployed for at least 6 months. • Participating employer(s) must contribute to the WTF. 	<ul style="list-style-type: none"> • Businesses of any size are eligible to apply. • Intermediaries may lead a consortium application. • Participating employer(s) must contribute to the WTF.
Deadlines & Turn-around times	<ul style="list-style-type: none"> • No Deadlines.Applications may be submitted at any time. • In most cases, decisions are made within 60 days. • Training may begin as soon as an application has been approved & a grant contract is executed. 	<ul style="list-style-type: none"> • No Deadlines.Applications may be submitted at any time. • Decisions are made within 21 days. • Training may begin 6 weeks from application date. 	<ul style="list-style-type: none"> • Application must be submitted within 60 days of new hire's start date. 	<ul style="list-style-type: none"> • No Deadlines.Applications may be submitted at any time. • In most cases, decisions are made within 60 days. • Activity may begin as soon as an application has been approved & grant contract is executed.
What must a company contribute?	<ul style="list-style-type: none"> • Grant funds must be matched dollar-for-dollar. • Match may be cash or in-kind (including wages paid to employees during training). 	<ul style="list-style-type: none"> • Companies must contribute 50% of the total cost of training. 	<ul style="list-style-type: none"> • Companies must hire & retain eligible Massachusetts residents for at least 180 days to receive payment. 	<ul style="list-style-type: none"> • Grant funds must be matched dollar-for-dollar. • Match may be cash or in-kind (e.g. cost of staff time, materials, or other expenses directly related to the grant).
What can be paid for using grant funds?	<ul style="list-style-type: none"> • Grant funds may be used to pay for employee training delivered by qualified training vendors of applicant's choosing. • In some cases, grant funds may cover the cost of training delivered by company employees. 	<ul style="list-style-type: none"> • Grant funds will pay for up to 50% of the cost of training courses chosen from a database of pre-qualified courses. 	<ul style="list-style-type: none"> • Training can be conducted by vendors or by company employees. • Company not required to specify the type of training/training provider. 	<ul style="list-style-type: none"> • Grant funds may be used for costs associated with planning for a General Program Training Grant (e.g. convening a group of employers with common training needs, customize training curricula, perform training needs assessment)
Grant Limits	<ul style="list-style-type: none"> • Up to \$250,000 	<ul style="list-style-type: none"> • Businesses may receive up to \$30,000 each year; maximum \$3,000 per course per trainee. 	<ul style="list-style-type: none"> • Businesses may receive up to \$40,000 each year; \$5,000 per new hire. 	<ul style="list-style-type: none"> • Grants for technical assistance range from \$5,000 to \$25,000.
Length of Grant	<ul style="list-style-type: none"> • Training must be completed in 24 months or less. 	<ul style="list-style-type: none"> • Training must be completed in 24 months or less. 		<ul style="list-style-type: none"> • Activity must be completed in 12 months or less.

WORKFORCE TRAINING FUND

Providing Massachusetts businesses with the resources needed to invest in workforce development, improve employee skills, and maintain the economic strength and viability of the Commonwealth's businesses.

Training grants of up to \$250,000 are currently available for:

- ESOL
- Lean / Continuous Process Improvement
- Six-Sigma
- Adult Basic Education
- Software & IT Skills
- Project Management
- Sales
- CNC
- Machine Set-Up & Operation
- ISO
- Customer Service
- Leadership & Management Skills
- Train-the-Trainer
- and much more...

